

*Robert J. Boock*

2014 FEB 25 P 4: 22

TOWN CLERK  
EAST HARTFORD

TO: Budget Review Committee Members  
Marcia A. Leclerc, Mayor  
Michael P. Walsh, Director of Finance  
Timothy A. Bockus, Director of Public Works  
Susan M. Hansen, Director of Libraries

FROM: Mary G. Martin, Raymond Library Expansion Project Administrator *MGM*

SUBJ: Minutes of the 2/25/14 Meeting of the Raymond Library Expansion Project Budget Review Committee

DATE: February 25, 2014

The meeting was called to order by Mayor Leclerc at 3:26 p.m. on February 25, 2014 in the Office of the Mayor.

Present: Mr. Walsh, Mr. Bockus, Ms. Hansen, and Ms. Martin

Ms. Martin presented a request for Change Order #6 to the W. J. Mountford Co. construction contract. This request was already reviewed and approved by project architect Bruce Tuthill and Owner's Representative Scott Boos.

- Change Order #6 increases the contract amount by \$7,178 primarily due to asbestos containing materials (ACM). It covers: an adjustment to the amount of ACM on rooftop ductwork that needs to be abated (\$3,750); removal of a perforated panel at the roof mansard containing ACM (\$1,200); removal of paneling, sheetrock and framing at the basement level walls (\$1,185); and removal of ACM damp-proofing on the east foundation wall (\$1,043).

The revised total amount of the contract will be \$6,454,068.

Motion to approve Change Order #6 was made by Mr. Walsh; 2<sup>nd</sup> by Mr. Bockus. Approved unanimously (voting members being Mayor Leclerc, Mr. Bockus and Mr. Walsh).

Ms. Martin noted that the project remains within budget.

Copies of this Change Order, including back-up documentation, are attached to these minutes and will be kept on file in the Office of the Mayor, with the Town Clerk, and the Project Administrator's office.

Meeting was adjourned at 3:32 p.m..

The next meeting is scheduled for Tuesday, March 4, 2014 at 10 a.m. in the Office of the Mayor.

Cc: Bruce Tuthill, Tuthill and Wells Architects LLC  
Scott Boos, Owner's Representative  
Paul Hollmann, W.J. Mountford Co.

# **AIA® Document G701™ – 2001**

## **Change Order**

<b>PROJECT (Name and address):</b>	<b>CHANGE ORDER NUMBER:</b> 006	<b>OWNER:</b> <input checked="" type="checkbox"/>
Addition and Alterations to the Raymond Library 840 Main Street, East Hartford, CT 06108	<b>DATE:</b> February 13, 2014	<b>ARCHITECT:</b> <input checked="" type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b>	<b>ARCHITECT'S PROJECT NUMBER:</b> 2012-2	<b>CONTRACTOR:</b> <input checked="" type="checkbox"/>
W. J. Mountford Company 170 Commerce Way South Windsor, CT 06074	<b>CONTRACT DATE:</b> December 3, 2013	<b>FIELD:</b> <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	<b>OTHER:</b> <input checked="" type="checkbox"/>

### **THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

W.J. Mountford PCO#007: Adjustment to amount of ACM on rooftop ductwork to be abated. \$3,750

W.J. Mountford PCO#008: Remove perforated panel at roof mansard containing ACM. \$1,200.

W.J. Mountford PCO#009: Remove paneling, sheetrock and framing at Basement Level walls. \$1,185

W.J. Mountford PCO#011: Remove ACM dampproofing on east foundation wall. \$1,013.

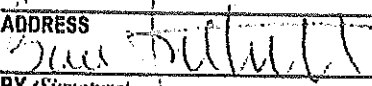


The original Contract Sum was	\$ 6,405,000.00
The net change by previously authorized Change Orders	\$ 41,890.00
The Contract Sum prior to this Change Order was	\$ 6,446,890.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,178.00
The new Contract Sum including this Change Order will be	\$ 6,454,068.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 425 days from December 16, 2014.

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### **NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<b>Tuthill and Wells Architects LLC</b>	<b>W. J. Mountford Company</b>	<b>Town of East Hartford</b>
<b>ARCHITECT (Firm name)</b>	<b>CONTRACTOR (Firm name)</b>	<b>OWNER (Firm name)</b>
42 Avonside Knoll, Avon, CT 06001	170 Commerce Way, South Windsor, CT 06074	740 Main Street, East Hartford, CT 06108
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
		
<b>BY (Signature)</b>	<b>BY (Signature)</b>	<b>BY (Signature)</b>
<b>Bruce Tuthill, Project Architect</b>	<b>Paul Hoffmann, Project Manager</b>	<b>Marcia A. Leclerc, Mayor</b>
<b>(Typed name)</b>	<b>(Typed name)</b>	<b>(Typed name)</b>
February 13, 2014	2/14/14	2/25/14
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

**W. J. MOUNTFORD CO.**

GENERAL CONTRACTOR • CONSTRUCTION MANAGER

170 Commerce Way, South Windsor, CT 06074, (860) 291-9448, Fax (860) 289-6382

License #00900574 • www.wjmountford.com

Raymond Library  
840 Main Street  
East Hartford, CT 06108

Updated: 2/7/14

We hereby submit our request for a change order to cover the following work at the above referenced project:

PCO #007 - Final measurements of the ductwork waterproofing on the roof varied from the quantity listed in Table 2-2 in the ACM Summary. The table listed 2,000 square feet and the actual final measurement was 2,500 square feet.

ITEM	QTY	UNIT	RATE	SUB
Subcontractors	-	-	-	-
None	-	-	-	-
	-	-	-	-
Total Subcontractors & Equipment				-
Total of W. J Mountford Work	-	-	-	-
None - Use Unit Price	-	-	-	-
	-	-	-	-
Sub - Total				-
Total Materials		-		
Total Labor - Including All Payroll Burden		-		
Total of WJM Work		-		
Total Subcontractors		-		
10% Mark-Up on Subcontractors		-		
Total W. J. Mountford Work		-		
15% Mark-up on Our Work		-		
Total Change Order Request - Less Unit Price Work		\$	-	
***** Unit Price Change Request *****	500	sf	\$ 7.50	\$ 3,750
Bid for Unit Price - Item 10				
Total Change Order Request	\$	3,750		
This change order adds	\$	3,750	to our contract price.	
This change order adds	0		days to the date of substantial completion.	



## Paul Hollmann

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**From:** Paul Hollmann  
**Sent:** Tuesday, January 28, 2014 1:51 PM  
**To:** 'Scott Boos'; 'mmartin@easthartfordct.gov'  
**Cc:** 'brucet@tuthillandwells.com'  
**Subject:** FW: Raymond Library - Roof Area Ductwork Waterproofing

Scott & Mary,

As we discussed today, there was a discrepancy in the amount of duct waterproofing wrap on the roof. We are all agreeing there is 2,500 square feet rather than 2,000 square feet. Per the contract unit prices, this will incur an additional cost of \$7.50 per square foot x 500 square feet = \$3,750.

I'm going to let them proceed with the removal.

Paul Hollmann

W. J. Mountford, Co.  
170 Commerce Way  
South Windsor, CT 06074

phone 860-291-9448  
fax 860-289-6382  
email [phollmann@wjmountford.com](mailto:phollmann@wjmountford.com)

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**From:** Matt Molnar [mailto:matt.molnar@cardno.com]  
**Sent:** Tuesday, January 28, 2014 10:00 AM  
**To:** Paul Hollmann  
**Cc:** mmartin@easthartfordct.gov  
**Subject:** RE: Raymond Library - Roof Area Ductwork Waterproofing

Paul, as I had previously indicated below, ~2500 SF would be the maximum quantity of material to be removed in my estimation, so I don't see a problem with agreeing to 2500 SF.

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**From:** Paul Hollmann [mailto:phollmann@wjmountford.com]  
**Sent:** Tuesday, January 28, 2014 9:32 AM  
**To:** Matt Molnar  
**Subject:** RE: Raymond Library - Roof Area Ductwork Waterproofing

Matt,

My superintendent Al Fazzino along with Rui Silva and Hector Martinez of Brothers and Son measured the duct insulation this morning so that we and they could agree on the amount of ductwork waterproofing to be removed. Collectively they came up with 2,645 square feet. Do you think we can agree on 2,500 square feet? If yes, can you please let Mary Martin and myself know?

Thanks.

Paul Hollmann

W. J. Mountford, Co.

2/6/2014

170 Commerce Way  
South Windsor, CT 06074

phone 860-291-9448  
fax 860-289-6382  
email [phollmann@wjmountford.com](mailto:phollmann@wjmountford.com)

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**From:** Matt Molnar [<mailto:matt.molnar@cardno.com>]  
**Sent:** Monday, January 27, 2014 10:34 AM  
**To:** Paul Hollmann  
**Subject:** RE: Raymond Library - Roof Area Ductwork Waterproofing

Paul,  
I just got back from re-measuring the ductwork waterproofing. Erring on the generous side (e.g. rounding up from 10" to 1', calculating quantities based on squared edges as opposed to rounded or tapered edges), I came up with ~2488 SF total. This would be the absolute maximum quantity of material, with the actual quantity probably closer to 2000 SF than 2500 SF. I don't know how the subcontractor came up with 4300 SF, but it's not even close. I also quantified the perforated soffit panels located outside the attic space and came up with ~150 SF (~2' W x ~75' L).

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**From:** Paul Hollmann [<mailto:phollmann@wjmountford.com>]  
**Sent:** Friday, January 24, 2014 5:45 PM  
**To:** Matt Molnar  
**Subject:** Raymond Library - Roof Area Ductwork Waterproofing

Matt,

Can you please visit the site and re-measure the area of the ductwork waterproofing material to be removed. Your survey indicates the roofing cement on the fiberglass duct insulation is 2,000 square feet. Our subcontractor measured the ductwork and has come up with close to 4,300 square feet. Since this is a significant difference, we would like to reach an agreement on the total quantity prior to proceeding with its removal.

Please let us know when you can visit the site. I can have Al work with you to verify the quantities.

Thanks.

Paul Hollmann

W. J. Mountford, Co.  
170 Commerce Way  
South Windsor, CT 06074

phone 860-291-9448  
fax 860-289-6382  
email [phollmann@wjmountford.com](mailto:phollmann@wjmountford.com)

2/6/2014

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Raymond Library  
840 Main Street  
East Hartford, CT 06108

Updated: 2/7/14

We hereby submit our request for a change order to cover the following work at the above referenced project:

PCO #008 - Remove and dispose of the perforated soffit panel at the back of the roof mansard found to contain asbestos. The quantity was confirmed by Cardno ATC.

ITEM	QTY	UNIT	RATE	SUB		
Subcontractors	-	-	-	-		
None	-	-	-	-		
	-	-	-	-		
<b>Total Subcontractors &amp; Equipment</b>				-		
<b>Total of W. J Mountford Work</b>	-	-	-	-	-	-
None - Use Unit Price	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Sub - Total</b>				-	-	-
<b>Total Materials</b>			-			
<b>Total Labor - Including All Payroll Burden</b>			-			
<b>Total of WJM Work</b>			-			
<b>Total Subcontractors</b>			-			
<b>10% Mark-Up on Subcontractors</b>			-			
<b>Total W. J. Mountford Work</b>			-			
<b>15% Mark-up on Our Work</b>			-			
<b>Total Change Order Request - Less Unit Price Work</b>			\$ -			
***** Unit Price Change Request *****	150	sf	\$ 8.00	\$ 1,200		
Bid for Unit Price - Item 11						
<b>Total Change Order Request</b>			\$ 1,200			
<b>This change order adds</b>	\$ 1,200		to our contract price.			
<b>This change order adds</b>	0		days to the date of substantial completion.			





**Paul Hollmann**

---

**From:** Matt Molnar [matt.molnar@cardno.com]  
**Sent:** Monday, January 27, 2014 10:34 AM  
**To:** Paul Hollmann  
**Subject:** RE: Raymond Library - Roof Area Ductwork Waterproofing

Paul,

I just got back from re-measuring the ductwork waterproofing. Erring on the generous side (e.g. rounding up from 10" to 1', calculating quantities based on squared edges as opposed to rounded or tapered edges), I came up with ~2488 SF total. This would be the absolute maximum quantity of material, with the actual quantity probably closer to 2000 SF than 2500 SF. I don't know how the subcontractor came up with 4300 SF, but it's not even close. I also quantified the perforated soffit panels located outside the attic space and came up with ~150 SF (~2' W x ~75' L).

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**Sent:** Friday, January 24, 2014 5:45 PM  
**To:** Matt Molnar  
**Subject:** Raymond Library - Roof Area Ductwork Waterproofing

Matt,

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Please let us know when you can visit the site. I can have Al work with you to verify the quantities.

Thanks.

Paul Hollmann

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170 Commerce Way  
South Windsor, CT 06074

phone 860-291-9448  
fax 860-289-6382  
email [phollmann@wjmountford.com](mailto:phollmann@wjmountford.com)

2/6/2014



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Updated: 2/7/14

We hereby submit our request for a change order to cover the following work at the above referenced project:

PCO #009 - Remove paneling, sheetrock and framing at the basement level walls as noted on the attached sketch and discussed at the project meeting on 1-28-14.				
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Page 1 of 2



**Raymond Library  
PCO 17**

To: W.J. Mountford

From: Northeastern Engineering and  
Contracting Company

Ref: DEMOLITION

Date: 02/05/14

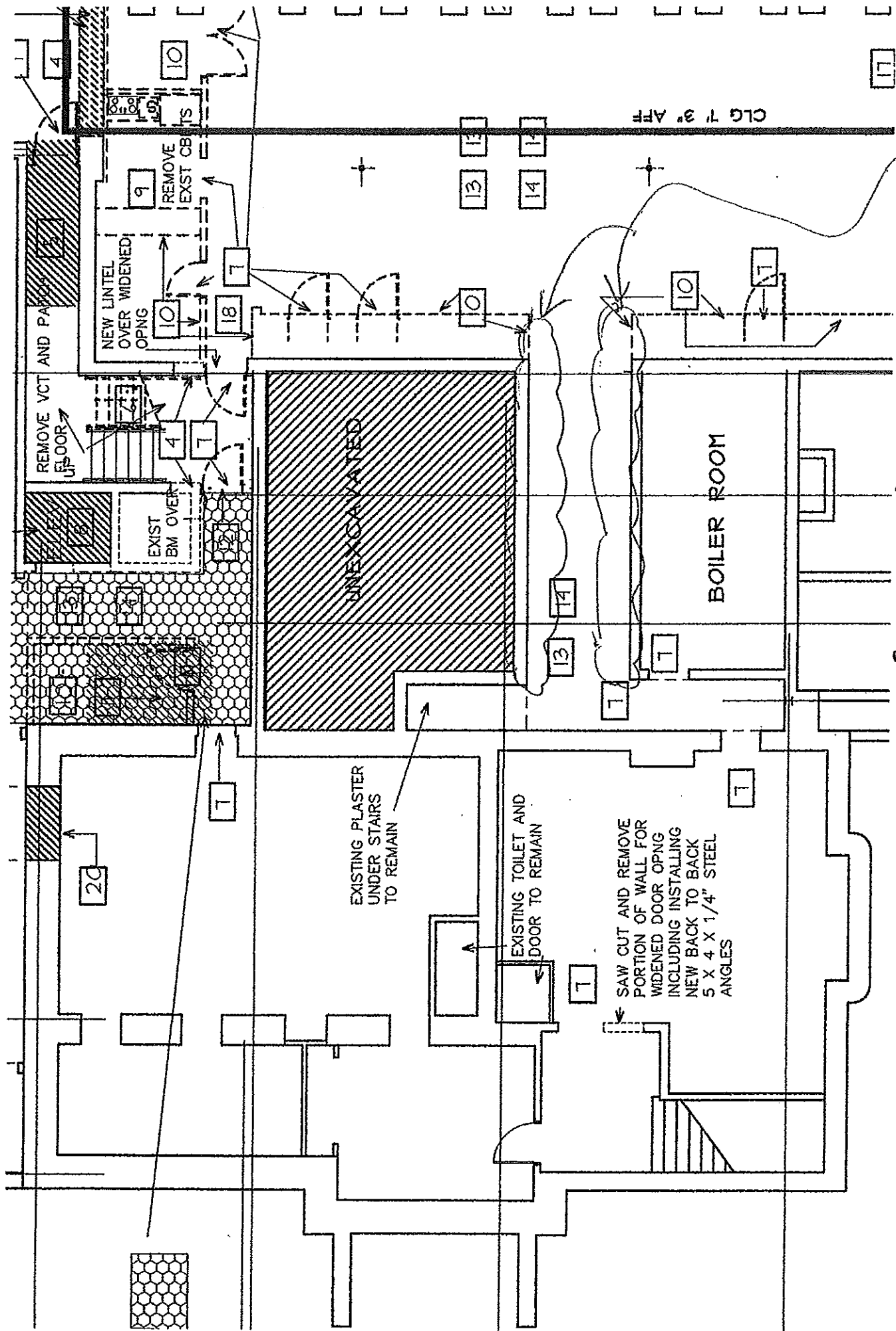
**Description:** REMOVAL of paneling and wood 2"x4" framing in Basement Hallway. Includes removals, transportation of debris to dumpsters, disposal, and clean up of work zone. Work Completed 02/04/14.

	Unit	Description of Material and Equipment	Unit Cost	Total
0.2	Ea	General Debris Dumpster	750.00	150.00
0.25	Day	Caterpillar 277 Track Loader w/ catalytic converter and grapple (Inc	283.00	70.75
				0.00
				0.00
				0.00
				0.00
Line 1		Material and Equipment Total		220.75

Name	Labor Classification	Man Hours	Base Rate	FICA	FUTA & SUTA	W/C Ins	Benefits	Total Rate	Total
B. Kelleher	Demolition Supervisor	1	60.00				25.00	85.00	85.00
M. McKusick	Demolition Foreman		60.00				25.00	85.00	0.00
B. L. Kelleher	Equipment Operator	2	32.53	2.49	2.47	10.35	21.55	69.39	138.78
	Demolition Specialist	4	26.40	2.02	2.01	8.40	17.15	55.97	223.90
Line 2	Labor Total								447.67

Subcontractor Costs		
Trade	Name of Subcontractor	Total
	Pomerantz Contracting (4 hours @ \$70/hr)	280.00
Line 3	Subcontractor Total	280.00

Contractor Overhead and Profit		Allow %	Amount	Total
Net Value of Material & Equipment		15	220.75	33.11
Net Value of Self Performed Labor		15	447.67	67.15
Net Value of Subcontract Work (Amount = Line 3)		10	280.00	28.00
Line 4	Contractor Overhead and Profit Total			128.26
Line 5	Tax: 0%			\$0.00
Line 6	Total Proposed Change Order Amount (Lines 1+2+3+4+5)			\$1,076.69



Remove paneling & studs, etc  
back to concrete or cinder walls

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840 Main Street  
East Hartford, CT 06108

Updated: 2/13/14

We hereby submit our request for a change order to cover the following work at the above referenced project:

**PCO #011 - Remove and dispose of asbestos containing dampproofing on the east foundation wall in the area noted on the attached sketch. This area becomes interior to the building at the corridor outside Meeting Room 1A. This is for removal at areas of disturbance only, not a complete removal. (PCO # 010 is for a complete removal in this area.)**

ITEM	QTY	UNIT	RATE	SUB
Subcontractors	-	-	-	-
None	-	-	-	-
	-	-	-	-
<b>Total Subcontractors &amp; Equipment</b>				-
<b>Total of W. J Mountford Work</b>	-	-	-	-
None - Use Unit Price	-	-	-	-
	-	-	-	-
<b>Sub - Total</b>				-
<b>Total Materials</b>		-		
<b>Total Labor - Including All Payroll Burden</b>		-		
<b>Total of WJM Work</b>		-		
<b>Total Subcontractors</b>		-		
<b>10% Mark-Up on Subcontractors</b>		-		
<b>Total W. J. Mountford Work</b>		-		
<b>15% Mark-up on Our Work</b>		-		
<b>Total Change Order Request - Less Unit Price Work</b>		\$ -		
***** Unit Price Change Request *****	139	sf	\$ 7.50	\$ 1,043
Bld for Unit Price - Item 10				
<b>Total Change Order Request</b>	\$ 1,043			
<b>This change order adds</b>	\$ 1,043	to our contract price.		
<b>This change order adds</b>	0	days to the date of substantial completion.		

Please show your acceptance of this proposal by signing in the space provided below and issue a formal Contract Change Order at your earliest convenience.						
Accepted:						
Title:						
Very Truly Yours,						
W. J. MOUNTFORD, CO.						
Paul D. Hollmann						

(F2) ELEV. VARIES

SEE NOTE #11

(E.T.S.E. 38.54'±)  
(E.T.W.E. 41.88'±) (F.S.)

(E.B.F.E. 30.54'±)

SEE NOTE #17

E.F-4.5  
E.B.F.E. 29.71'±

E.F-4.5  
E.B.F.E. 29.71'±

SEE NOTE #14

E.F-4.5  
E.B.F.E. 29.71'±

E.F-4.5  
E.B.F.E. 29.71'±

E.F-4.67'x6.5'  
E.B.F.E. 29.71'±

(E.B.F.E. 32.38'±)

EXISTING FINISH FLOOR  
ELEVATION = 33'-0 1/2"±

SEE NOTE #14

Face of footings are clean  
so we can drill into them  
with out disturbance per  
F3/S4.1

Finished  
neat  
widths

18" wide  
concrete pier

(Drill & dowel  
rebar and for  
form Attachment.)

5'-2" ±

Finished width

4'-0" ±

Finished width

Removal  
Area

$$3^0 \times 7^8 = 23 \text{ } \phi$$

$$8^0 \times 7^8 = 62 \text{ } \phi$$

$$7^0 \times 7^8 = 54 \text{ } \phi$$

$$139 \text{ } \phi$$

$$\times 7.50$$

$$\# 1,043$$

